



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 14, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, August 29, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET IV

GIS Support Technician
Bureau of Design and Environment
Office of Highways Project Implementation
Springfield

Attachments
43011

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, August 29, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary: \$4,695 - \$6,735*

Position Title: GIS Support Technician

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-75-307-60-02

IPR#: 43011

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Bureau of Design and Environment / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for using Geographic Information Systems (GIS) information and software in the research, development, and management of technological applications used in support of the planning, programming, design, construction, operations, and asset management activities of roadway and structure improvements within the department. The position may also be responsible for assisting districts in the design and support of GIS applications.

Special Qualifications:

Required:

- Valid driver's license
- Occasional statewide travel

Desired:

- Associate degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Eight years of experience in the use of complex data processing activities and technological systems, with special emphasis on geographic information systems (GIS) data extraction and application development
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

ILLINOIS DEPARTMENT OF TRANSPORTATION POSITION DESCRIPTION

DATE:	June 13, 2018	POSITION:	GIS Support Technician
APPROVED BY:	Dan Mlacnik	OFFICE/DIVISION:	Office of Highways Project Implementation / Bureau of Design and Environment
CODE:	PW014-23-75-307-60-02	REPORTS TO:	Technology Policy & Support Manager

Position Purpose

This position is responsible for using Geographic Information Systems (GIS) information and software in the research, development, and management of technological applications used in support of the planning, programming, design, construction, operations, and asset management activities of roadway and structure improvements within the department. The position may also be responsible for assisting districts in the design and support of GIS applications.

Dimensions

Bureau Personnel:	80-90	User Support/Training:	+/- 100
District CADD Managers:	+ 9	Software:	+\$125,000

Nature and Scope

This position reports to the Technology Policy & Support Manager. This position has no subordinates.

This position is impacted by the ever-changing technology of the electronic data processing environment, increasing workloads, and revised workflows. The incumbent provides new or improved information for users through GIS computer application development and technical support resulting in improved production for departmental users. The incumbent functions in an environment where both long and short-term data processing needs must be met. These needs comprise the delivery of new or revised information systems and support for the GIS data processing functions of the bureau and districts. The rapidly changing technology in computer science, and the frequent enhancement of both hardware and software demands that the incumbent remain proficient in the technical aspects of this position and have a firm understanding of geospatial data and potential for linkages to other data inventory sources within the department. The incumbent must be familiar with GIS application software, Computer Aided Design and Drafting (CADD) applications, and bureau and district planning, programming, design, management, training, and support functions.

The greatest challenge of this position is the ability to develop GIS applications which solve complex technical problems without delay to users. An additional challenge of this position is to ensure that correct and accurate GIS applications are produced and supported in response to departmental need. The incumbent must be familiar with the duties and many facets of the bureaus and districts, and with both GIS and CADD processing systems, software, and equipment. Typical problems include providing expertise in solving complex computer software and hardware issues and recommending improvements to process deliverables, workflows, and GIS policies and applications used by department bureaus, districts, consultants, and contractors.

This position personally consults with internal personnel to review department functions and work progress and to discuss and resolve work assignments and methods of using GIS data and applications. S/He actively pursues ways to update staff through technical support of new equipment and software, including ArcGIS and ESRI. The incumbent may assist other staff in the unit regarding the development and implementation of necessary GIS training programs for departmental users. This position is responsible for research, analyzation, development, technical support, and maintenance of GIS information processing systems used within the Bureau of Design and Environment in the support of district and central office planning, programming, design, construction, operations, and asset management functions. These responsibilities include providing department liaison capacity between bureau, district, and consultant users, pertinent department management staff, application software vendors, engineering consultants, contractors, the Information Technology (IT) staff of other departments, and GIS users and managers from other states. The incumbent personally interacts with other department staff, Bureau of Information Processing (BIP) and district personnel, and vendor representatives to ensure overall system efficiency and effectiveness. S/He encourages users to work within the limitations set forth by the department's IT policy and reports situations in violation of that policy to the Policy & Procedures Section Chief.

Under general guidance of the Technology Policy & Support Manager, the incumbent is given a wide degree of latitude in the performance of his/her duties referring unusual situations to the supervisor. Controls on this position's freedom to act within his/her realm of responsibility is within the departmental policies and procedures.

The incumbent advises, coordinates efforts, and works closely with bureau and district personnel in development of complex technical computer based applications. External contacts are with other department IT staff, consultants, contractors, and vendor representatives. This position assists the Technology Policy & Support Manager in a liaison capacity with the BIP and other bureaus and districts, as needed. The incumbent recommends workflow and policy revisions and improved technological methods and software applications for project tracking and asset management activities. To accomplish these tasks, the incumbent may have to travel as necessary to attend meetings and training.

The effectiveness of this position is demonstrated by the ability to provide timely and accurate technical services, information processing applications, and policy recommendations which will enable the department to carry out its responsibilities in a more timely and cost effective manner. The effectiveness is further measured by the results achieved from the coordination and communication of issues, dissemination of information with department personnel, and implementation of potential solutions to technical problems. The incumbent must maintain confidentiality when dealing with the user's electronic information.

Principal Accountabilities

1. Develops, maintains, and supports GIS applications for bureau and district users utilizing ArcGIS and ESRI. Also uses Microsoft Office applications, Google Earth, CADD, and other asset management inventory database information and programs as appropriate in developing technological system improvements, needs, priorities, and policy documents.
2. Researches and determines technical informational system needs and priorities for the diverse users and systems within the department, including contact and dissemination of information with representatives of other state agencies/IT departments, vendors, bureaus, and districts.
3. Plans, coordinates, and implements new or enhanced GIS systems and policies for departmental usage. Recommends and supports innovation and technological advancements within the department.
4. Provides oversight and technical support for district GIS development activities.
5. Works with diversified users throughout the department to address problems and solve complex technical issues through the use of GIS technology.
6. Provides department liaison capacity between bureau, central office, district, and consultant users and with pertinent department staff and GIS application software vendors and consultants, as needed.
7. Tracks best practices, program deliverables, and potential workflow improvements for GIS data and informational systems used throughout the department, and works with diversified users both within and outside of the department, keeping all pertinent information confidential.
8. Assists in training activities to ensure that department technical staff are aware of the capabilities and the potential uses for GIS technology.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as assigned.